

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC****FROM:** Mary Glackin
ROUTING CODE: PPI
ADDRESS:**THRU (Liaison Officer):**
CAPT George E. White, NOAA, DUS1315 East West Hwy
Silver Spring, MD 20910**BILLET TITLE:** **BILLET #:** 8311
NOAA Mission Support Program Analyst**PHONE NUMBER:** 713-1632 (301)**RANK REQUESTED:** (0-2, 0-3, 0-4, etc.) O4
GS/GM EQUIVALENT: GS12/13(This block to be completed by liaison officer)
IS THIS A NEW BILLET: ☒ YES ☐ NO
BILLET PRIORITY: ☒ A, ☐ B, ☐ C, ☐ R**IMMEDIATE SUPERVISOR:**
Susan Kennedy**TITLE:**
Deputy Director Strategic Planning**PHONE NUMBER:**
713-1622 301**EDUCATIONAL REQUIREMENTS:**

Background in oceanographic, meteorological, engineering, or other NOAA related science. Some knowledge of broad array of NOAA activities and services. Experience with program execution and administrative functions such as budget, finance, procurement, IT, human resources, travel, and fleet services. Program analysis experience desirable.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

Some general knowledge and familiarity with NOAA organization and structure and with the agency's planning, programming, budgeting and execution tracking processes. Completion of two sea tours or equivalent aviation experience. Field experience in an executive officer or management function desirable. Skilled in communications and interpersonal relations.

1. GENERAL DESCRIPTION OF BILLET:

1. Provide in-depth, technically sound, independent analyses of NOAA's strategic programs throughout the planning and execution phases of NOAA's Program, Planning, Budgeting, and Execution System.
2. Fulfill the role of liaison - advise and inform LOs/SOs, Goal Teams, Programs, and Councils on activities occurring at the NOAA corporate level. Advise and inform PPI decisions on activities occurring with assigned LOs/SOs, Goals, and Programs. Assist PPI in acting as a custodian of the NOAA Strategic vision - foster communication to align LO/SO, Goal Teams, Programs, and Councils.
3. Optimize strategic program investments by fostering integration of NOAA's diverse talent and infrastructure resources to achieve strategic objectives.

2. DUTIES AND RESPONSIBILITIES:**a. Is this a supervisory billet?** ☐ YES ☒ NO**b. If so, state number and grade of personnel supervised. Number:****Grade(s):**

1. Independently validating program requirements, analyzing external demands, program capabilities and mission gaps, and evaluating alternative solutions.
2. Review and evaluate program execution reports and related performance information for assigned focus areas & programs.
3. Liaison to NOAA Councils on assigned focus areas.
4. Provide technical basis for integrating, creating, modifying, or terminating programs, projects, or activities.
5. Thoroughly understand assigned goal requirement drivers and technical and political rationales.
6. Provide detailed and timely guidance to the assigned LOs/SOs, Goal Teams, Programs, and Councils on deliverables leading to improved planning, programming, and budgeting.

CONTINUE IN ITEM 4

3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet positions a NOAA Corps officer at the crossroads of the entire agency's strategic planning and program/budget development activity. Along with PA&E and the CFO, PPI fosters the efficient and effective execution of NOAA's program development and budget formulation. Being so positioned the officer works with all of the agency's leadership in guiding the direction of all of NOAA's programs.

The officer will gain a broad knowledge of all of NOAA's programs and an intimate understanding of NOAA's requirements and drivers, authorities, capabilities, capacities, policies, and procedures.

The officer will gain extensive additional experience and deepen understanding of the federal budget process and considerations of Administration and Congressional concerns, issues, and policy development.

The officer will be afforded the opportunity to participate in leadership development training as available and positioned to further develop leadership and management skills at the highest levels within NOAA.

The officer will gain experience in project management tools and techniques applicable to future assignments.

4. ADDITIONAL COMMENTS:

7. Assist in the development of PPBES documents.
8. Collect, analyze, and recommend NOAA priorities related to the Goal.
9. Provide analytical support for thematic areas highlighted by NOAA senior leadership.
10. Advise on corporate performance measures.
11. Identify opportunities to enhance the NOAA Program performance through improved integration of NOAA's Goals and Programs with executing Line Offices/Staff Offices.
12. Improve the effectiveness of the NOAA Program through the design and delivery of technical and managerial training.
13. Assist in development of project plans, assessments, reviews, and other decision documents to communicate project or program status.
14. Understand stakeholder needs, infrastructure requirements and issues, and other programmatic issues of all assigned Goals and Programs.

SIGNATURE OF SUPERVISOR:

DATE:

1/9/06